

POSTING NUMBER: HR19-0009	ISSUE DATE:	February 19, 2019
TITLE: Secretarial Assistant 3 (NS)	CLOSING DATE:	March 5, 2019
DIVISION / OFFICE /UNIT: Fire Safety, Bureau of Fire Code Enforcement	SALARY RANGE:	A15: \$41,051.30 - \$57,652.25
LOCATION: 101 S. Broad St. Trenton, NJ 7 <sup>th</sup> Fl NUMBER OF POSITIONS: 1		
OPEN TO:  Department-Wide (Department of  All Departments/Agencies (State E  General Public and/or State Emplo	mployees with permaner	i i
DESCRIPTION OF MAJOR DUTIES:		
Secretary to the Bureau Chief of Fire Code Enforcement		
Maintains Bureau Chief's calendar, makes appointment		
meetings and conference calls. Handles matters of a cor		
Chief. Works with OAL in scheduling Appeal Hearings	<ul> <li>Provides secretarial supp</li> </ul>	port to the code enforcement supervisors
and inspection staff as needed; orders office supplies an	d maintains inventory. Ma	aintains various code enforcement

## **REQUIREMENTS**

## (APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

## **EXPERIENCE:**

Three (3) years of experience in secretarial and administrative clerical work.

contact information lists. Proficient in current version of Microsoft Office Suite.

**NOTE:** Successful completion of a clerical training program with a minimum of 700 classroom training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

**LICENSE:** Appointees will be required to possess a valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

A promotable eligible exists within the unit scope. A promotional list exists within the unit scope. An open competitive list exists.

Please submit a resume including any required documents (degree, licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:

New Jersey Department of Community Affairs
Office of Human Resources
HR19-0009
101 South Broad Street
PO Box 800

Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

Interviews will be granted based on resume

**NOTE**: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment UNLESS OTHERWISE EXEMPTED FROM THE LAW.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer

Revised: March 2018